



Solar Cookers International (SCI) Program Officer position description

Do you want to utilize your skills and experience to grow a movement that saves lives and our planet? Do you want to work for a trusted non-profit that has won the Keeling Curve Prize and earned top rankings from the BBB, Charity Navigator, and GuideStar? Now is your opportunity as Solar Cookers International is hiring a Program Officer.

MISSION

Solar Cookers International (SCI) improves human health, economic well-being, women's empowerment, and the environment by promoting climate-friendly solar cooking for vulnerable populations worldwide. SCI leads through advocacy, research, and strengthening the capacity of the global solar cooking movement.

THE POSITION

This position will be primarily focused on coordinating and implementing opportunities funded by organizations within the United Nations system. This position reports directly to SCI's Strategic Partnerships Manager. This position would also work closely with SCI's Program and Science Director. This position would coordinate with other team members (internal and external) as appropriate.

This position's term would coincide with the length of the funded opportunities (12-15 months). If additional funding related to this work is acquired, the term for this position could be extended.

ESSENTIAL RESPONSIBILITIES – *the duties described below are provided as examples and are not to be considered exclusive or all-inclusive:*

- Support assessment of current cooking practices in the Central African Republic and Mali
- Recruit for, participate in, and facilitate Steering Committee, Technical Committee and Youth Committee
- Coordinate with relevant government representatives, gender experts, United Nations-affiliated organizations, implementing organizations, and representatives from targeted pilot communities
- Work with implementing organizations to conduct a technical review of various types of solar cookers and manufacturing opportunities
- Coordinate development of an awareness campaign including promotional and training materials

- Manage cookstove and complimentary technology (such as heat retained baskets) production, distribution, and training
- Support solar cookstove demonstrations
- Manage data collection such as a Quick Needs Assessment and Adoption and Impact Survey
- Coordinate focus group discussions in collaboration with implementing partners
- Contribute to drafting of feasibility study, market assessment, and roadmap for scaling solar cooking
- Contribute to organizational processes such as budget preparation, strategic planning, operational planning, etc. when appropriate.
- Stay abreast of industry trends and engage in learning opportunities.

ESSENTIAL ABILITIES REQUIRED

- Fluency in English and French
- Familiarity with challenges associated with working in conflict-affected regions
- Knowledge of relevant communities' societal, cultural, and gender dynamics and cooking practices
- Familiarity with non-profit project implementation best practices
- Willingness and ability to travel
- Dedication to and understanding of SCI's mission and approach
- Proficiency with Microsoft Office applications (Teams, Word, Outlook, PowerPoint, Excel, Sharepoint) and Zoom
- Effective written, oral, presentation, and interpersonal communication skills within all organizational levels and with outside constituencies including with people from different cultural and linguistic backgrounds such as rural communities, government officials, and media
- Excellent attention to detail and accuracy including proofreading and editing
- Support, track, and adhere to project and organizational budgets
- Ability to identify and manage multiple responsibilities, prioritize, and allocate time effectively
- Effective planning, critical thinking, analytical problem-solving, and follow through
- Report on work progress and outcomes to supervisors and respond to inquiries in a timely manner
- Professional demeanor, work presentation, and ability to represent the organization to all audiences (which could include with the United Nations) in a positive way
- Ability to take direction well, give and accept feedback
- Able to work independently and as a part of a team
- Initiative in problem solving and information finding; being proactive
- Maintain confidential data and information.
- Establish, maintain, and foster positive and harmonious working relationships internally and externally.

QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Required: At least 2 years relevant work experience with a non-profit or relevant setting

Preferred: Familiarity with clean cooking sector best practices

WORK SITUATION

It is likely that the primary responsibilities for this position will relate to programs that take place in Mali and the Central African Republic, with the possibility of additional locations of work which would most likely be in other French-speaking countries, such as Chad, Democratic Republic of Congo, Senegal and/or Togo. Therefore, it could be beneficial for this person to be located in a French-speaking African country. However, SCI welcomes applicants from any location that can meet the job requirements and responsibilities on an ongoing basis.

It is essential that this person have reliable connectivity, power, and access to internet as they will need to be frequently coordinating with SCI staff in the United States via email, video calls, document drafting, sharing, and editing. This person would also need access to reliable transportation infrastructure, to be able to effectively travel as required by the position.

When not coordinating on site, work can be conducted remotely. Hence, this position does not require permanent relocation.

SCI's office is in Sacramento, California, USA. Business hours are 8-5pm Pacific Time (PT), though SCI staff are located in several time zones across North America and Europe, and are adept at working remotely. While 100% overlap with the 8-5 PT schedule is not required, significant availability will need to coincide with co-workers for scheduling meetings, coordination, etc. Typically, SCI employees work 8 hours a day (plus a one-hour meal break), Monday through Friday.

Assuming that this person would be located outside of the United States, Solar Cookers International would work with an Employer of Record (EOR) company for international hiring.

SCI is committed to building a more just and equitable world, one where all voices are heard and respected regardless of race, religion, color, national origin, sex, sexual orientation, gender identity, age, or physical ability. Hence, we strongly encourage applications from people with these identities or who are members of other historically marginalized communities.

COMPENSATION

Pay, benefits, employer of record fees, and payroll taxes will be determined based on the candidate's location and experience to be competitive with market rates. Every effort will be made to ensure local market equity in a way that is regionally appropriate and fair while also protecting the long-term sustainability of SCI. In other words, equitable does not necessarily mean equal. This means that there may be differences across geographies for the same or similar roles.

SCI works to embody its values such as health, work life balance, long term investment, and sustainability in work culture and employee compensation while also respecting local laws.

TIMELINE

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SCI will review applications on an ongoing basis; we encourage applicants to apply early. Please submit your application materials as soon as possible to increase your chances of being considered for this position. The interview process may begin in late April or May 2024. This position is dependent on SCI receiving anticipated funding with the aim that this person could begin working with SCI around June 1st, 2024.

APPLICATION REQUIREMENTS

Please send in one email to Sara Rosen, Program and Operations Manager at program@solarcookers.org the following:

(1) a resume or CV in English

(2) a cover letter in English including salary requirements and how you learned about this opportunity

(3) A written response in 500 words or less in French to the prompt “Why do you want to work for Solar Cookers International?”

Candidates are responsible for ensuring receipt of application materials. The most qualified candidates will be invited to a short video interview. Only short-listed candidates will be contacted. After that, top candidates will be invited to a more in-depth video interview with an interview panel, held in both English and French languages. Candidates are asked to participate in the video interviews with their cameras off, to try and promote fair, equitable, and inclusive hiring practices. Contact: program@solarcookers.org

+1-916-455-4499

See www.solarcookers.org for more information.